

SkillsUSA Missouri Officer Candidate and Election Procedures

The procedures for SkillsUSA Missouri officer candidates are detailed in the sections which follow. These procedures adhere to the regulations set forth in the SkillsUSA Missouri Bylaws, effective January, 2009. Candidates, their advisors, parents, and administrators should be aware of these procedures.

As a state officer, you represent SkillsUSA Missouri at your school, in your community, and at state, regional, and national meetings. Election to state office is an honor that also carries with it responsibilities. The state officer team is responsible for efficient functioning of SkillsUSA Missouri and assuring the purpose of SkillsUSA is protected. To prepare for these responsibilities you must:

- Familiarize yourself with the SkillsUSA Leadership Handbook
- Commit to completion of the PDP through the American SkillsUSA Degree
- Maintain an objective opinion on issues
- Develop public speaking skills
- Develop professional writing skills
- Develop good interpersonal communication skills and leadership skills
- Familiarize yourself with the duties of your office and the responsibilities of a State of Missouri officer and commit to fulfilling these responsibilities

I. Eligibility

- A. Participated in the most recent district leadership competition.
- B. The state officer advisor or state director will administer a written SkillsUSA knowledge test during candidates' district contest. (The test will cover SkillsUSA knowledge, leadership, parliamentary procedure, and human relations from the *SkillsUSA Leadership Handbook*, the *SkillsUSA PDP Student workbook*, and Levels 1 and 2 of the PDP). **The minimum qualifying written test score shall be 75%.**
- C. Enrolled as a full-time student in a career education course meeting the state plan for career education with one full year remaining in a career education course.
- D. D. Active membership status in SkillsUSA.
- E. Meets the eligibility requirements of the local school district for participation in intra- and extra-curricular activities.
- F. Above average standing and on target for graduation.
- G. Written recommendation from:
 - 1. Local Career Education Administrator
 - 2. Lead Chapter SkillsUSA Advisor
 - 3. Local Career Education Instructor
 - 4. Local High School Administrator – **Secondary Only**
 - 5. Available to represent SkillsUSA Missouri through personal appearances during his or her tenure of office. **(See Appendix A for Attendance Required)**

II. Nomination

- A. Complete a state officer application (Form MO SkillsUSA-5) and submit with required documentation by March 10th.
- B. Upon verification of eligibility by state office staff, the candidate's name will be submitted to the credentialing committee to complete the officer candidate procedure. Any candidate who is not eligible will be notified of deficiencies and timelines by which they must be met.

III. Credentialing

- A. The credentialing committee will be composed of the following members:
 - 1. Three (3) current SkillsUSA Missouri State Officers
 - 2. State Officer Advisor
 - 3. Local Chapter Advisor
 - 4. Local Career Education Administrator – the local advisor and administrator must not have students from their school running as a candidate for state office.
- B. The state officer advisor and/or state director will review all applications and test scores to determine who has met the minimum qualifications and who should advance to the interview process.
- C. The credentialing committee will interview all qualified candidates and recommend up to 14 candidates to be placed on each ballot (secondary and postsecondary).

IV. Election Procedure

- A. Each candidate must comply with the following regulations regarding campaign materials and candidate commitment-to-service brochure policies.

1. Each officer candidate will be required to design and produce a campaign brochure to give to the voting delegates with a maximum number of 200 copies produced. This gives the voting delegates an opportunity to see all of the qualifications that they might not get a chance to review. The campaign brochure will be a maximum of one page, one- or two- sided, on white paper with black lettering. The paper can be no larger than an 8 ½" X 11" sheet. The following is a list of suggestions/ideas to use for the brochure but is not limited to:
 - a) Copied picture of yourself
 - b) Personal goals; and goals as an officer
 - c) Vision for the organization
 - d) Leadership experience
 - e) Current and previous offices held
 - f) Awards and honors
 - g) Contact information--**Do not include home address or phone number, list only school address and school telephone number.**
2. In addition to the campaign brochure, each officer candidate will be **required** purchase one standard size white poster board. This will enable you to display campaign type materials within the delegate meeting room so that the voting delegates will get an increased opportunity to see the candidate's qualifications. Each officer candidate will be responsible for bringing their own materials to use and to secure their items to the board (tape, glues, and staples). Each bulletin board will be reviewed by the credentialing committee during interviews before allowing it to be viewed by the voting delegates. It is important to have the name of the candidate visible somewhere on the presentation side of the board. Remember that the voting delegates will also be looking at the creativity and effort that is put into each bulletin board. The following are a list of suggestions/ideas to use in the design of the bulletin board but is not limited to:
 - a) Pictures of yourself
 - b) Awards and honors
 - c) Resume
 - d) Newspaper/magazine articles
 - e) Bulletin board borders
 - f) Things you enjoy - (i.e. reading, sports, music)
3. Campaign materials are not allowed on walls, doors, windows, or anyplace else on the campus or in hotels/motels. No campaign literature of any type may be distributed before the announcement of the official state officer candidates at the State Leadership and Skills Conference. This policy prohibits advance conference mailings, e-mails, and posting of campaign materials prior to the time designated in the official conference program booklet. It is the candidate's responsibility to assure that the candidate's entire delegation, campaign manager, and team members are aware of the policies

regarding campaigning and materials. State officer candidates and their representatives who violate this policy will appear before the credentialing committee which could result in their removal from the ballot.

4. Candidates must bring their materials to be reviewed by the credentialing committee at the time of their interview. Candidates are encouraged to be creative in the design and use of their campaign materials; however, the following exceptions apply:
 - a) No food items will be allowed
 - b) No balloons, Frisbees, balls, bubbles, or soap will be allowed
 - c) If clothing bearing the SkillsUSA emblem is used in the campaign, it must be purchased from the official SkillsUSA supply service
 - d) Campaign materials must not reference alcoholic beverages, tobacco, sex (including R rated movies, songs, etc.), special populations (special education, handicapped, etc.), or violence (guns, knives, explosives, etc.).
- B. Each candidate shall attend the "Meet the Candidates" session.
- C. The newly elected state officers will be elected by the voting delegation.
- D. Each candidate shall give a three (3) minute speech before the voting delegation.
- E. Each candidate shall respond to the same problematic oral question before the voting delegation.
- F. Voting shall be by secret ballot. Each member of the voting delegation will mark a ballot indicating their choice of up to seven (7) state officer team members (secondary and postsecondary will vote separate). Ballots will be collected by the state officers and tabulated by the SkillsUSA Missouri state officer advisor or his/her designee.
- G. Results will be announced at the Officer Installation Ceremony. All candidates must be present at the Installation Ceremony in official SkillsUSA attire. All candidates should be familiar with the Officer Installation Ceremony.
- H. In the event a state officer resigns his/her office during the membership year, replacement of that officer shall be by the following method:
 1. The state officer candidate designated as the first runner-up at the state election shall be offered the position.
 2. If that candidate declines, then the next highest-ranking officer runner-up candidate at the state election shall be offered the position, then the next highest-ranking officer runner-up candidate and so on until the position is accepted.
 3. If, however, the President resigns his/her position, the state Vice-President shall assume the office and the Vice-President shall be replaced according to the above method.

V. Procedures for Newly Elected Officers

- A. Assist the outgoing officer team with the Awards Ceremony.
- B. Attend the National Conference Orientation. (This takes place immediately after the Awards Ceremony with the state officer advisor.)
- C. Attend SkillsUSA activities during the upcoming year (See Attachment A)

- D. Sign and adhere to the state officer contract.
- E. Maintain enrollment in the vocational education program.
- F. Maintain quarterly officer reports.
- G. Maintain grades and behavior at school reflective of a SkillsUSA Missouri officer.

VI. Officers and Duties

- A. The Missouri Association of SkillsUSA shall elect seven (7) secondary and seven (7) postsecondary officers at the Annual SkillsUSA Missouri Leadership and Skill Conference. Applications for office must be filed, in the state office by March 10th. The officers and their duties are:
 - 1. President
 - a) Key student ambassador for the SkillsUSA Missouri
 - b) Primary link between students and the state office
 - c) Exhibits strong leadership qualities
 - d) Able to work with people and encourage them to work for the benefit of SkillsUSA Missouri
 - e) Delegates the work of SkillsUSA Missouri appropriately
 - f) Assesses personal strengths and abilities of others and utilizes them effectively
 - g) Informed about activities throughout the state and moves SkillsUSA Missouri in a positive direction
 - h) Presides over meetings utilizing parliamentary procedure
 - i) Solicits the ideas of the members without interjecting personal opinions
 - j) Understands impact of business being discussed
 - 2. Vice President
 - a) Serves as the first assistant to the President
 - b) Possesses similar leadership characteristics as the President
 - c) Conducts meetings using parliamentary procedure in the absence of the President
 - d) Responsible for the meeting room arrangements as described in the handbook, in cooperation with the Parliamentarian
 - e) Assures all committee meetings are following SkillsUSA Missouri policies
 - 3. Secretary
 - a) Advises the president during the meeting about the agenda
 - b) Maintains a record of attendance at business meetings
 - c) Counts votes
 - d) Maintains a record of business transacted at official SkillsUSA Missouri business meetings to include: the name of the presiding officer, the members present, approval of the minutes of the previous meeting, treasurer's report, officer and committee reports, motions made and passed or failed, adjournment, and signature of the presiding officer
 - e) Clarifies motions to assure an accurate record of the motion

- f) Reads minutes of the previous meeting at each official SkillsUSA Missouri business meeting
 - g) Assures that the SkillsUSA Constitution and Bylaws Missouri are available for reference at each official business meeting
 - h) Maintains of list of the names and chairperson of all standing and ad hoc committees
 - i) Reads communication directed to SkillsUSA Missouri
 - j) Corresponds on behalf of SkillsUSA Missouri
- 4. Treasurer
 - a) Assists the Vice President with his or her duties
 - b) Chairperson of the state pin selection committee
 - c) Co-chairperson of Missouri's National Delegates
- 5. Reporter
 - a) Assists the secretary with his or her duties
 - b) Counts votes
 - c) Takes a lead in publicity of the activities of the state officers and of SkillsUSA Missouri
- 6. Parliamentarian
 - a) Serves as the SkillsUSA Missouri consultant to the president on procedural matters
 - b) Understands parliamentary procedure
 - c) Possesses strong communication skills to assist the president to maintain order during business meeting
 - d) Assures that a copy of Robert's Rules of Order, newly Revised, and the SkillsUSA Leadership Handbook are available for reference at official business meetings
- 7. Historian
 - a) Assists the Parliamentarian with his or her duties
 - b) Co-chairperson of the officer credentialing committee
 - c) Coordinates the state officer's PDP progress
 - d) Maintains a scrapbook and other documentation of the activities of SkillsUSA Missouri

VII. State Officer Code of Conduct Agreement

- A. As a state officer, you represent SkillsUSA Missouri at your school, in your community, and at state, regional, and national meetings. Election to state office is an honor that also carries with it responsibilities. The state officer team is responsible for efficient function of SkillsUSA Missouri and assuring the purpose of SkillsUSA is protected.
- B. As a state officer, I agree to adhere to the following rules and regulations:
 - 1. I will, at all times, follow the rules set forth in my home and area career center's policies for behavior, attendance, and minimum grade levels for participation in activities.

2. I will, at all times, respect all public and private property. I understand that damages to any property or furnishings in hotel rooms, private accommodations and buildings will be paid for by the state officer at his/her own expense.
3. I will spend each night in the room of the hotel or motel to which I am assigned.
4. I will strictly abide by the curfew established and shall respect the rights of others by being as quiet as possible after curfew.
5. I will not remain in a sleeping room of the opposite sex unless the door is completely open at all times, unless the person is my spouse.
6. I will refrain from the use of alcoholic beverages and drugs unless I have been ordered to take certain prescription drugs by a licensed physician, at which time I will always have the orders of the physician on my person.
7. I will not leave the hotel or motel to which I am assigned without the express permission of the assigned state staff person. Should I receive such permission, I will leave a written note of where I will be.
8. My conduct will be exemplary at all times. I will treat all members equally. I will avoid places and actions that in any way could raise questions as to moral character or conduct. I will behave in a courteous and respectful manner refraining from language and actions that might bring discredit upon the SkillsUSA organization.
9. I will forfeit my office if I quit school, suspended, or expelled.
10. I will respect all authority. I will accept state SkillsUSA assignments and follow instructions as directed by those responsible for them. I will communicate to the state officer advisor any circumstances in which I am unable to attend the required meetings or conferences.
11. I will keep the assigned state staff person informed of my whereabouts at all times.
12. I will wear my required official identification badge at all times.
13. I will respect the SkillsUSA official attire by not smoking while wearing it.
14. I will attend all activities that I am assigned or registered to, and I will be on time.
15. I will adhere to the required dress code at all times.
16. I will attend the functions required of a state officer as listed on the schedule of activities for state officers.
17. I will forfeit my office if, after the beginning of the school year, I change my residence from the school where I was elected, unless I transfer to a school and enroll in another approved vocational program in the state of Missouri.
18. I will mail my state officer report to the state officer advisor by the date indicated on the report form.
19. I will maintain at least a 2.50 GPA on a 4.0 scale in current vocational program and submit copies of all report cards to the state officer advisor when received.
20. I will attend school each day it is in session, unless I am on a SkillsUSA assignment or an approved absence based on local school district policy. I will make up all work missed in classes.

21. I understand that I am to keep accurate records of all expenses incurred and submit the proper vouchers to the state SkillsUSA director no later than five days after the assignment.
22. I agree that if, for any reason, I am in violation of this agreement, I may be brought before the appropriate discipline committee for an analysis of the violation, and further, I agree to accept the penalty imposed on me, with the understanding all such actions are explained to me, and further, I realize the severity of the penalty may increase with the severity of the violation, even to the extent of being sent home at my own expense.

Month	Activity	Days
May	State Officer Training (Fri.-Sat.) Required <i>SkillsUSA will provide food, lodging, and schools may receive some reimbursement for travel.</i>	2 days
June	State Officer Training 101 and SkillsUSA National Leadership & Skills Conference (NLSC) as a delegate (Fri.-Sat.) Required <i>During the Officer 101/201 Training, SkillsUSA will pay for food, lodging, and registration fee. Local school districts are responsible for transportation to conference. After training, on Monday, local school districts are responsible for meals, lodging, and transportation for state officers.</i>	8 days
July	MO ACTE Summer Conference (Thurs.) <i>SkillsUSA will provide some reimbursement for meals and transportation.</i>	1 day
August	New Teacher Institute (Fri.) <i>SkillsUSA will provide some reimbursement for meals and transportation.</i>	1 day
September	Washington Leadership Training Institute (Sat.-Wed.) Optional <i>SkillsUSA will provide registration and plane fare for state officer. Local school district is responsible for travel to and from airport. Additional meals not included in registration are responsibility of state officer.</i>	4 days
October	Statewide Leadership Conference (Thurs.-Sat.) Required <i>SkillsUSA provides registration and meals for State Officers. Local school districts are responsible for transportation and lodging.</i>	3 days
October	Mid-America Leadership Conference (Wed.-Sun.) Optional <i>SkillsUSA provided registration which includes meals, lodging, and bus transportation to the event for state officers. Local school districts are responsible for transportation to and from bus.</i>	5 days
October	Executive Council Meeting (Last Friday of the Month) Required <i>SkillsUSA provides meals and some travel reimbursement for state officers.</i>	1 day
January	Executive Council Meeting (Last Friday of the Month) Required <i>SkillsUSA provides meals and some travel reimbursement for state officers.</i>	1 day
April	State Leadership and Skills Conference (Wed.-Sat.) Required <i>SkillsUSA provides meals, lodging, and registration for state officers. Local school districts provide transportation to and from conference.</i>	4 days
NOTE: Some of these days will be school days; however, you must be prepared to attend some events on weekends and during summer vacation. If a state Officer misses any two required events (excused or unexcused), the State Officer will be disqualified and suspended from office. If you have additional questions please call, State SkillsUSA Director at (573) 751-4460.		

**MISSOURI SkillsUSA
OFFICER TEAM MEMBER
CANDIDATE APPLICATION
MUST be filed in the State Office by March 10th**

Candidate's Full Name _____

Address _____

Home Phone Number (_____) - _____

Email Address: _____

Local Association _____

School Address _____

School Phone Number (_____) - _____

Parent's Name _____

Parent's Home Address _____

Parent's Phone Number (_____) - _____

Career Education Class Enrolled in _____

District Office you hold _____ **SkillsUSA District** _____

Attach the following to this application:

1. Resume: Include leadership, academic, and career education achievements
2. Letters of reference (emphasize character, leadership abilities, career education, and academic accomplishments) from each of the following:
 - a. Local Career Education Administrator
 - b. Lead Chapter SkillsUSA Advisor
 - c. Local Career Education Instructor
 - d. Local High School Administrator – **Secondary Only**

**Mail application and attachments to:
SkillsUSA Director
Missouri SkillsUSA
P.O. Box 480
Jefferson City, MO 65102-0480**

Qualifications for State Officer Team Member

- Meets eligibility requirements of the local school district for participation in intra and extra-curricular activities.
 - Active membership status in SkillsUSA.
 - Enrolled as a full-time student in a career education course meeting the state plan for career education with one full year remaining in a career education course.
 - Competed in a leadership competition at the most recent district conference.
 - Above average standing and on target for graduation.
 - Written recommendation from: (1) Local Career Education Administrator, (2) Lead Chapter SkillsUSA Advisor, (3) Local Career Education Instructor, (4) Local High School Administrator-
- Secondary Only**
- Available to represent SkillsUSA Missouri through personal appearances during his/her tenure of office.

Election Requirements

- Take written SkillsUSA knowledge test. A score of 75% is required to advance to the interview level. (Test will cover SkillsUSA knowledge, leadership, parliamentary procedure, and human relations from the *SkillsUSA Leadership Handbook*, the *SkillsUSA PDP Student workbook*, and Levels 1 and 2 of the PDP.)
 - Be interviewed by the credentialing committee on Friday of the state conference.
 - Comply with campaign materials and candidate commitment to service brochure policies.
 - Participate in the meet the candidate's session on Friday of the state conference.
 - Give a two minute speech before the voting delegation on Friday of the state conference.
- Answer a problematic question before the voting delegation.

I agree to support this candidate to fulfill the responsibilities of the office to which he or she may be elected. He or she will be available to represent SkillsUSA Missouri through personal appearances and to attend all state meetings during his or her tenure of office.

Signature of parent(s) or guardian

I agree to assist this candidate to be available to represent SkillsUSA Missouri through personal appearances and to attend all state meetings during his or her tenure of office. The school will be responsible for paying for the expenses of this candidate as outlined on the state officer required attendance sheet. This candidate participated in the district SkillsUSA conference and is a newly elected district officer.

Signature of Local SkillsUSA Advisor

Signature of Local Career Education Administrator

I certify that the attached documents and the above answers are true. I have read the requirements and duties for state office and believe myself to be qualified and will serve to the best of my ability, if elected, and will abide by all rules and regulations of SkillsUSA Missouri.

Date _____

Signature of Candidate _____